

## FORM SUMMARY

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**Name of Form:**                    **Affidavit of Mailing**

**Form Number:**                   **FA-4121**

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**Statutory Reference:**           §801.14

**Benchbook Reference:**        FA 2

**Purpose of Form:**                To provide a document by which a person who has served documents by mail upon another person can sign under oath the necessary information concerning that service.

**Who Completes It:**            The person who has actually prepared and mailed the documents fills out the information concerning the documents that were mailed, seeks out a notary public and, after being sworn, signs the document. The notary public will complete the notarial section.

**Distribution of Form:**        Original will be filed with the court after it has been signed and notarized.

**Accompanying Forms:**        Generally none.

**New Form/Modification:**    New form

**Comments:**                      None

About this Form:                **This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office. As a *pro se* form, its use is NOT mandatory but it is required to be accepted and distributed by the circuit courts of the State of Wisconsin.**